Health Information Technology Council Meeting

December 18, 2014

Meeting Agenda

Item	Allotted Time
1. Introductions	5 min
2. Public Comments	10 min
3. SIM Initiative Overview	15 min
4. HIT Plan Overview	20 min
5. Questions and Clarifications	15 min
6. Ground Rules	10 min
7. DRAFT Charter Components	20 min
8. Approach and Next Steps	15 min
9. Meeting Logistics	10 min

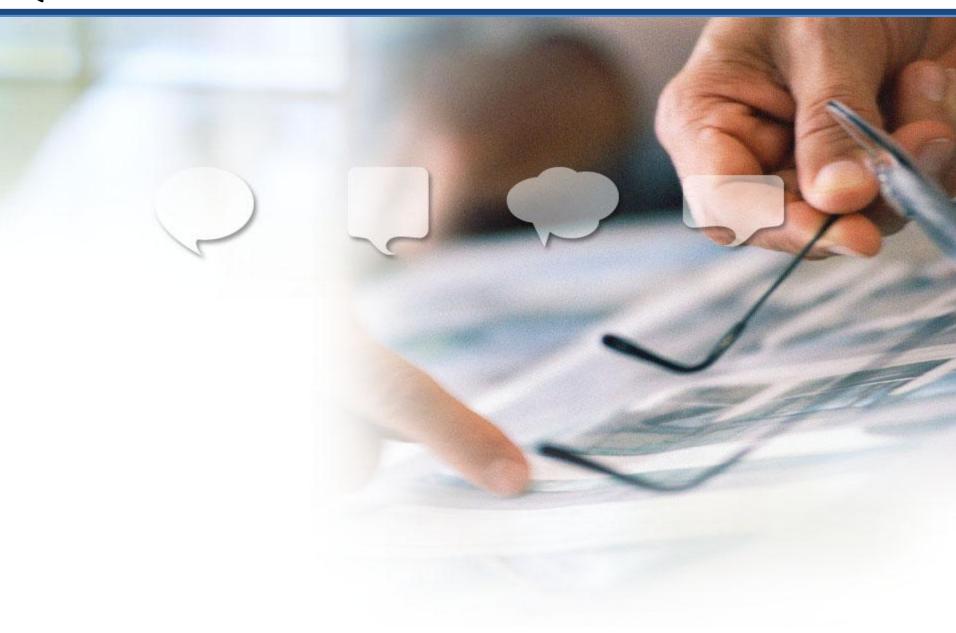# Meeting Agenda

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Questions & Clarifications Discussion

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Ground Rules

- Expectations of HIT Council members:

  - Presence

    - Attend meetings

    - Prepare and participate between meetings as needed to move issues along

  - Outlook

    - Leave jobs and titles at the door; focus on best interest of CT citizens

    - Look for consensus to make recommendations to PMO

Ground Rules

- Expectations of HIT Council members:

  - Action

    - Find solutions for proposed questions

    - Build ideas and be proponent of change and transformation

    - Be vocal and share the importance of our mission

  - Standing Up and Stepping Back

    - Be respectful to all in the room; please give everyone the chance to voice their opinions; try to limit comments to <2min

    - Focus on the task at hand and the topic being discussed at the moment

    - After the meeting, you are invited to raise process and content issues with the Executive Team or chairs

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Draft Charter Components

- Purpose

- Goals

- Scope

  - In Scope

  - Out of Scope

- Roles and Responsibilities

- Decision Making

Draft Charter Components

Purpose

- This work group will develop recommendations for the Healthcare Innovation Steering Committee with respect to HIT for use by SIM participants to achieve the goals of the SIM proposal. The technologies will follow national standards for HIT architecture and data exchange, and will be scalable to support the state-wide expansion.

Goals

- **Access:** Ensure HIT supports health care service delivery and data aggregation for analysis.

- **Connectivity and Exchange:** Achieve integration across and within health care systems based on national standards for content and information exchange

- **Quality:** Support SIM Quality Initiatives that are standards-based enabled by HIT.

- **Outcomes:** A recommended solution set of technologies, interface diagram for data sharing across technologies and an implementation approach and roadmap that aligns with the needs of the SIM test model

Draft Charter Components

Scope: the range and boundaries of the responsibilities of the HIT Council

- In Scope
  - Analyses and recommendations for all technologies to support the SIM initiative:
    - Standard approach for secure messaging between providers
    - Advanced aggregate payor and provider analytics capabilities, including technologies to access data from claims and clinical databases and registries
    - HIE consent technology

- Out of Scope
  - Personal Health Record technology
  - Policies and procedures tied to the above technologies

Draft Charter Components

Roles and Responsibilities

1. Develops and approves HIT Council charter
2. Defines success metrics
3. Establishes task forces to investigate specific technical, functional and integration topics
4. Discusses options and makes a decision on best option
5. Communicates HIT Council progress back to constituents and to brings forward their ideas and issues
6. Works collaboratively with the other SIM groups to collect and share information needed to provide an aligned HIT solution
7. Monitors progress and makes adjustments to stay within the timeline
8. Recommends HIT SIM solution to the HIT Steering Committee

Questions, additions and clarifications?

Draft Charter Components

Decision Making is the thought process of selecting a logical choice from the available options.

- Must weigh the positives and negatives of each option, and consider all the alternatives.
- Forecast the outcome of each, and based on all these considerations, determine which option is the best for that particular situation. [1]

Group Decision Making Techniques involve assessing alternatives in a group setting and reaching consensus leading to a final decision.[2]

- Multiple methods can be used:
  - **unanimity** (consensus among entire group on a course of action),
  - **majority** (consensus among majority of group on a course of action),
  - **plurality** (consensus among large group on a course of action even though they might not hold majority)

Recommend majority

1) : http://www.businessdictionary.com/definition/decision-making.html#ixzz3MB07OktB

2): http://www.projectmanagementlexicon.com/group-decision-making-techniques/

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Approach Overview (DRAFT)

"Get Ready"	"Where Are We"	"Where Are We Going"	"How Do We Get There"
Kickoff and Preparation	**Technology and Data Requirements**	**Options Development and Strategic Direction**	**IT Plan, integration and Roadmap**

Key Tasks

Dec – Jan	Jan - Mar	Apr – May	May - June
Weeks 1-3	Weeks 4-12	Weeks 13-18	Weeks 18-26
■ Request and receive data requests ■ Conduct kickoff meeting ■ Schedule interviews and work sessions ■ Discuss communications with other councils approach ■ Refine and finalize charter	■ Review documentation ■ Review HIT plan in progress ■ Review current systems and data ■ Interview key stakeholders from each of the SIM initiatives to understand future IT and data needs ■ Review marketplace and other state initiatives ■ Draft functional, technical and data requirements	■ Conduct analysis for gaps in needed components ■ Identify key IT initiatives ■ Draft technical architecture ■ Draft integration needs ■ Align component implementation with SIM initiatives and current programs	■ Finalize strategic option and architecture ■ Document IT plan for SIM and identify projects ■ Create timeline for implementation ■ Make recommendations to the Steering Committee

Next Steps

- Consent Registry investigation and market analysis

- Data access technology market analysis

- Inventory work to date to finalize approach and identify included technologies and associated issues or concerns

- Identify Executive Team members (and task forces)

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Meeting Logistics

All meetings will be held from 10 a.m. to 12 noon on the third Friday of every month. Location will be determined

- Friday, January 16, 2015
- Friday, February 20, 2015
- Friday, March 20, 2015
- Friday, April 17, 2015
- Friday, May 15, 2015
- Friday, June 19, 2015

Materials:

- Agendas will be posted at least 24 hours prior to the meeting
- Presentations will be sent out 3-4 business days prior to the meeting
- Minutes will be posted at most one week post meeting